



CIVILIAN PERSONNEL FACT SHEET

AF DISTINGUISHED EQUAL EMPLOYMENT OPPORTUNITY (EEO) AWARDS (civilian or military)

DESCRIPTION: To recognize Air Force military and civilian personnel who have demonstrated outstanding achievements and made significant contributions to the objectives of the Air Force Civilian Equal Employment Opportunity (EEO) and Affirmative Action Program (AAP) in the following categories:

a. Commander Action. This category is designed for commanders of MAJCOMs, separate operating activities, direct reporting units, intermediate commands, and wing, base, or tenant organizations. Nominees must have demonstrated their personal commitment to the Air Force EEO and AAP goals through achievement of positive affirmative actions or results-oriented management objectives.

b. Management Action. This category is designed for civilian and military managers who have provided leadership in the area of EEO and AAP. Nominees must have demonstrated superior managerial abilities in the development and implementation of initiatives within their organization supporting EEO and affirmative action objectives. Such initiatives must have resulted in positive changes in the areas of recruitment, employment, or other developmental opportunity programs.

c. Supervisory Action. This category is designed for first level civilian and military supervisors who have established a positive affirmative action program at their work sites to further equality of opportunity for employees. Nominees must have demonstrated superior abilities in fulfilling the objectives of the EEO and AAP through Development Opportunity Program initiatives, career development activities, incentive awards, or other employment processes.

d. Affirmative Action. This category is designed for civilian and military personnel who have demonstrated superior achievements in pursuing affirmative action goals. Nominees must have clearly demonstrated their contributions through measurable accomplishments toward attaining the Air Force affirmative action goals.

e. Complaint System. This category is designed for civilian and military personnel who have demonstrated exceptional ability in the area of counseling, investigating, or resolving complaints of discrimination. Nominees must have clearly demonstrated their participation in the fair and timely resolution of complaints.

f. Special Emphasis Programs. This category is designed for civilian and military personnel who have contributed significantly to the employment and advancement of minorities or women. Nominees must have clearly demonstrated their contributions through training programs, community involvement, effective recruitment, increased representation of minorities and women, positive management involvement, and cultural awareness. This category includes five separate awards:

- (1) Federal Women's Program
- (2) Hispanic Employment
- (3) Black Employment
- (4) American Indian/Alaskan Native Employment
- (5) Asian American/Pacific Islander Employment Programs

g. Selective Placement Program. This category is designed for civilian and military personnel who have made a significant contribution to the employment or advancement of people with disabilities. Nominees must have clearly demonstrated their contributions through training programs, effective recruitment, increased representation of disabled persons, and positive management involvement.

ELIGIBILITY:

a. Military and civilian personnel who have demonstrated leadership in and commitment to furthering the EEO and AAP objectives. Nominees must have made significant contributions in support of one of the categories defined above.

b. At the time of nomination, military nominees must be on active duty status and civilian nominees must be current Air Force employees.

c. An individual will be nominated under one category only.

d. The previous year award winners will not normally be nominated two years in succession. When such nominations are submitted, the justification must highlight the additional, substantial contributions in furthering the EEO and AAP objectives above the previous year's nomination.

Installations are encouraged to nominate deserving individuals for all categories of the award.

NOMINATION PROCESS:

Nominations for the Distinguished EEO Award categories will cover the period 1 Oct through 30 Sep.

a. Submit an **original** typed AF Form 741, *Nomination for Distinguished EEO Award*.

b. Citation Highlighting the significance of the individual's achievements

c. Narrative justification addressing only achievements/contributions for the stated time period.

d. A statement from the nominees stating that they do/do not agree to give permission to use their name, grade, duty title, and base of assignment in the announcement message or any publicity regarding the award winner.

In addition to a hard-copy, information will be forwarded on disk or electronically to 435 MSS/DPCE for processing. The nomination package will then be forward to HQ USAFE/A1CP. MAJCOM/A1CP will select the nominees to represent the command in the final Air Force competition.

APPROVAL PROCESS:

Installation Level - Submit through your chain of command to Wing/CC. Forward to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

MAJCOM Level - Submit through chain of command to Directorate Commander. Nomination will be forwarded to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

GSU/Associate Units: Submit through chain of command. Forwarded to 435 MSS/DPCE for submission to Incentive Awards Committee if needed. If not, nominations will be forwarded to your parent command.

MAJCOM will submit no more than one nomination for each category to HQ USAF/DPDFC by 15 November of each year.

The Air Force Incentive Awards Board will review the nominations. The Chief of Staff and Secretary of the Air Force will make the selections for the final winner and the MAJCOM will be notified.

AWARD: Distinguished Award winners will receive The Distinguished Equal Employment Opportunity Awards Certificate of Achievement (AF Form 742), a letter signed by the Secretary of the Air Force and an engraved plaque. The Distinguished Awards will be presented to the recipients at appropriate recognition ceremonies. Complete packages are mailed to the appropriate award monitor.

All other nominees will receive letters and Certificates of Appreciation (AF Form 1982) signed by HQ USAF/DPC. Certificates of Appreciation will be forwarded through MAJCOMs for appropriate presentation.

REF: AFI 36-2866, AF Form 741

PRIVACY STATEMENT
for
Air Force Distinguished Equal Employment Opportunity Award

I attest to all facts contained in this nomination and give permission for the facts to be used for publication.

Date

Nominee's Signature

Nominee's Typed Name

NOMINATION FOR DISTINGUISHED EEO AWARD

1. NAME AND GRADE OF EMPLOYEE

2. AWARD CATEGORY

3. COMPLETE ORGANIZATION ADDRESS OF NOMINEE
NOMINATION

4. MAJOR COMMAND SUBMITTING

5. PRESENT POSITION AND DUTY TITLE

6. BRIEF DESCRIPTION OF DUTIES

7. BIOGRAPHY

8. PROGRAM ACHIEVEMENTS AND CONTRIBUTIONS (If more space is needed, continue on plain paper. Limit to two additional pages.)